

# How to Create a Page

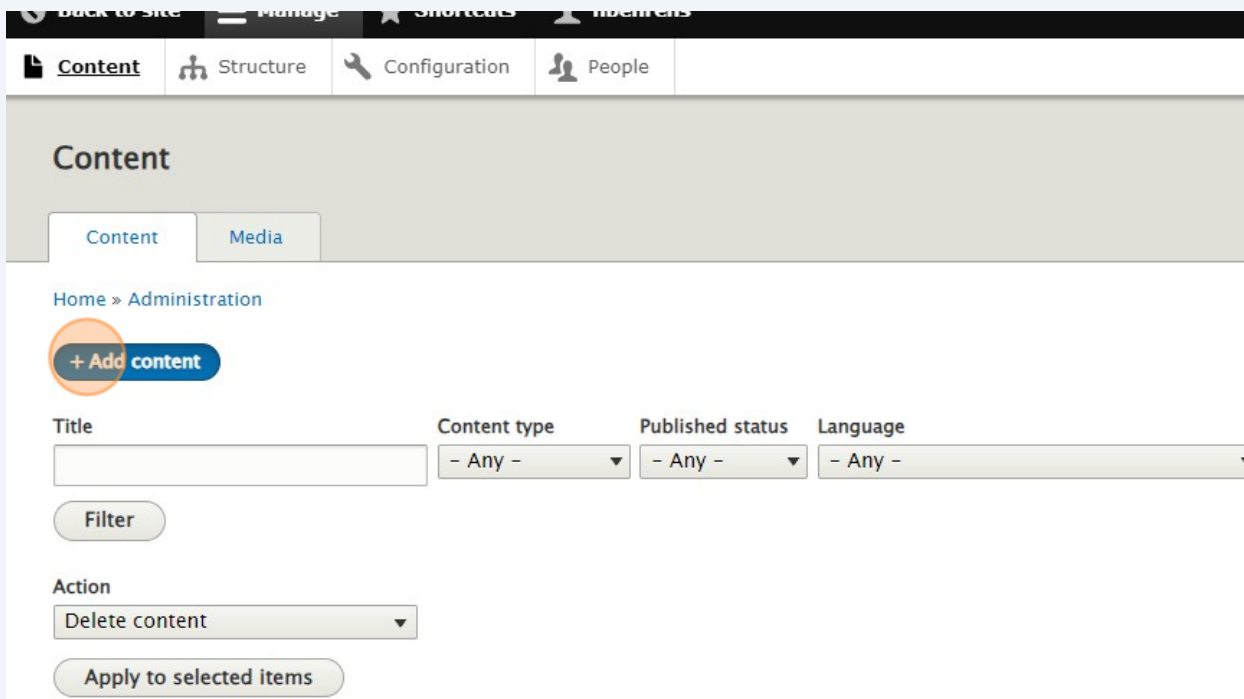
Basic Steps : How to Create a Page

1 Navigate to <https://ccrsdigitalprojects.com/>

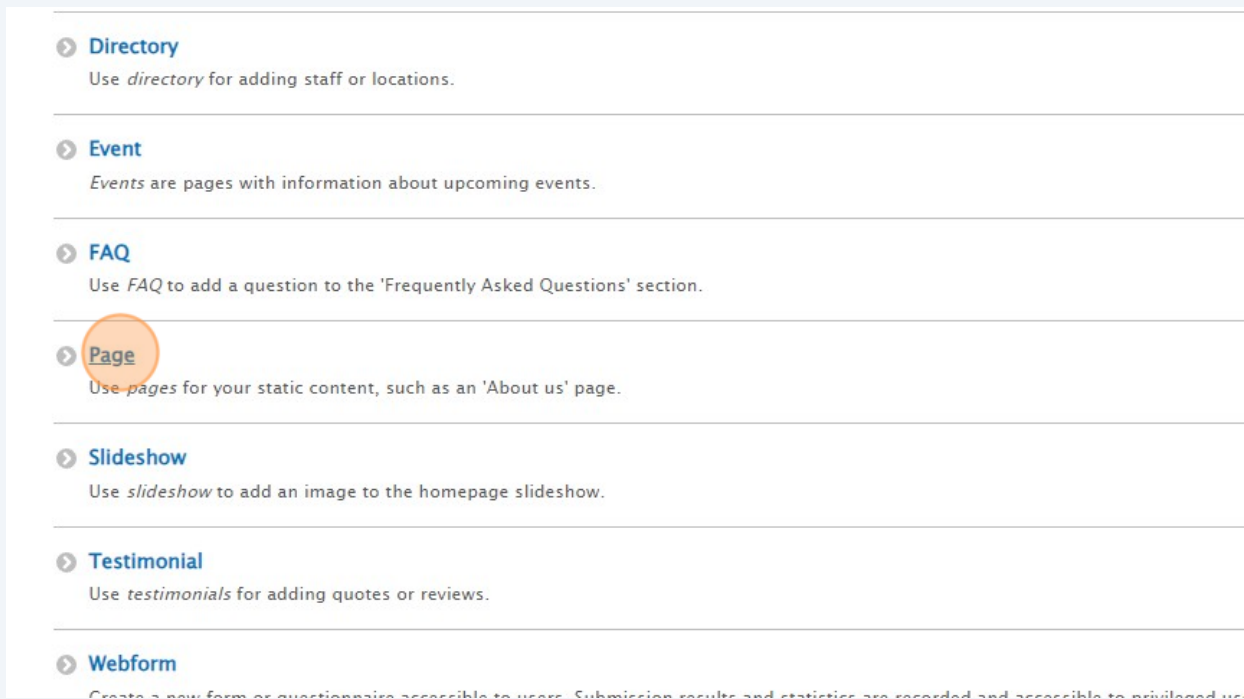
2 Click "Content"



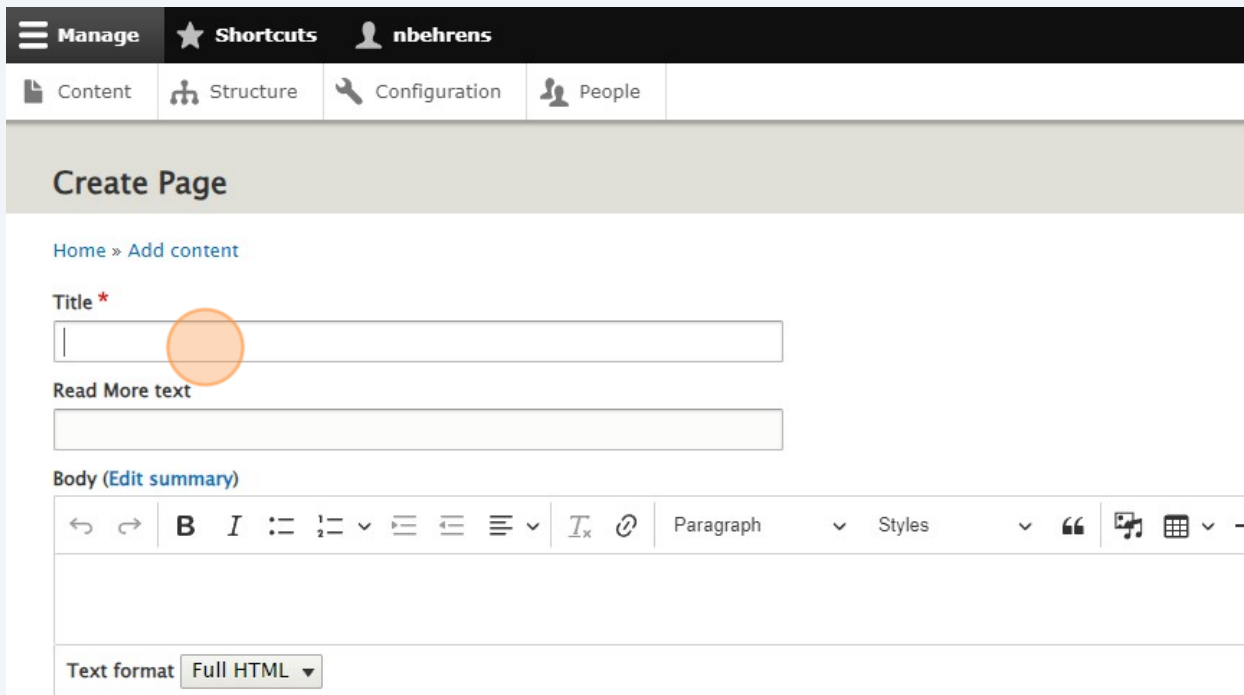
### 3 Click "Add content"



### 4 Click "Page"



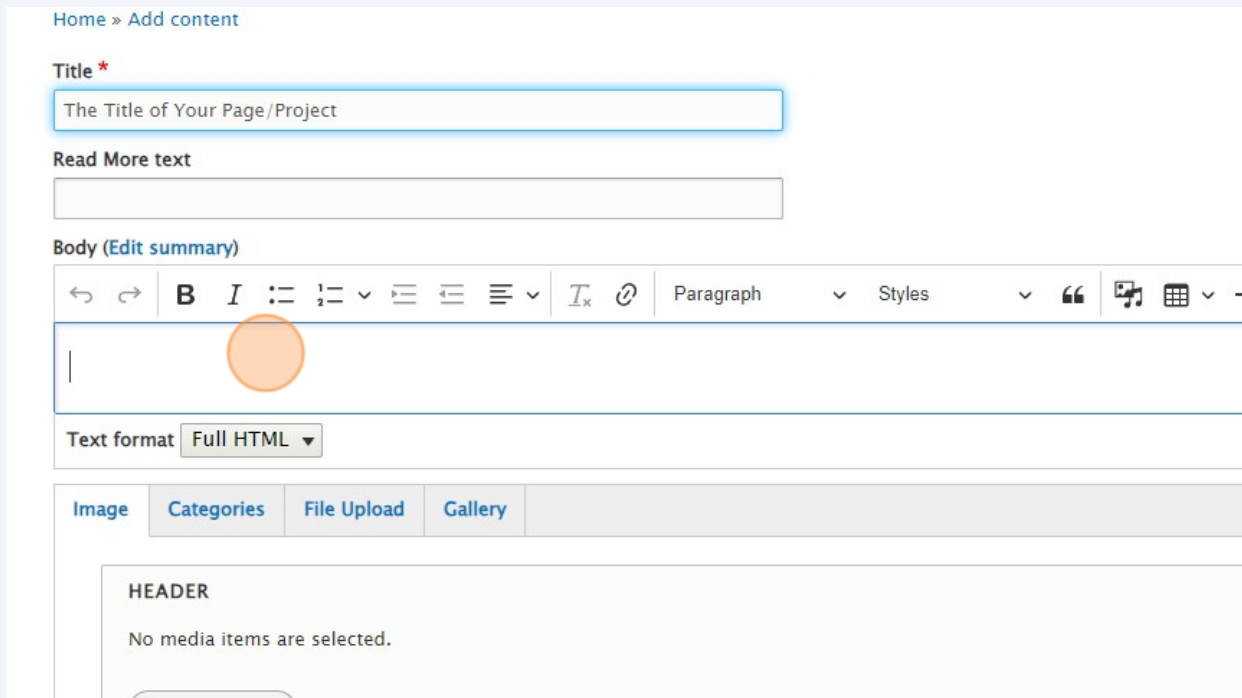
5 Click the "Title" field.



The screenshot shows a CMS interface for creating a page. At the top, there is a navigation bar with 'Manage', 'Shortcuts', and a user profile 'nbehrens'. Below this is a secondary navigation bar with 'Content', 'Structure', 'Configuration', and 'People'. The main heading is 'Create Page'. Below the heading, there is a breadcrumb 'Home » Add content'. The 'Title \*' field is a text input box, and an orange circle highlights it. Below the title field is a 'Read More text' field. The 'Body (Edit summary)' section contains a rich text editor with various formatting options like bold, italic, list, and link. At the bottom, there is a 'Text format' dropdown menu set to 'Full HTML'.

6 Insert the title of your page.

7 Click here.



8 Type your introduction and any additional text needed in the "Body" section.

9 Click the "Revision log message" field.

The screenshot shows a document editor interface. On the left, there is a sidebar with a 'Source' icon and a link to 'About text formats'. The main content area is mostly blank. On the right, there is a panel with the following text: 'Last saved: Not saved yet', 'Author: nbehrens', and 'Revision log message'. Below this is a text input field with a blue border and a cursor, containing the text 'Nina created for a how-to guide'. Below the input field is the instruction 'Briefly describe the changes you have made.' and a list of expandable sections: 'MENU SETTINGS (Not in menu)', 'META TAGS', 'AUTHORING INFORMATION (By nbehrens (738) on 2023-09-06)', and 'PROMOTION OPTIONS (Not promoted)'.

10 Type your name and a quick description of any changes made if necessary.

The screenshot shows the same document editor interface as in step 9. The 'Revision log message' field now contains the text 'Nina created for a how-to guide'. The rest of the interface, including the sidebar and the right-hand panel, remains the same.

11 Scroll to the bottom of the page.

12 Click the "Save" button.

